

SCRIBE DECLARATION FORM

GENERAL INSTRUCTIONS

Blind candidates and candidates with Loco-motor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) will be allowed to write the examination with the help of a scribe in both the Civil Services (Preliminary) as well as in the Civil Services (Main) Examination. In all such cases where a scribe is used, the following rules will apply:

- I). Candidates should have the discretion of opting for their own scribe/reader.
- II). Candidate should ensure that he/she is eligible to use a Scribe as per the rules governing the recruitment of Persons with Disability.
- III). The highest education qualification of the Scribe should be 10+2 and minimum qualification should be matriculate level. The scribe should have passed the highest educational qualification not earlier than two years prior to this examination i.e. He/she should have passed 10+2 in the year 2017 or after. Certificate in original should be produced in this regard.
- IV). Such candidate who uses a scribe or visual impairment/blind candidates with benchmark disability shall be eligible for compensatory time of 20 minutes for every hour of the examination i.e. 40 minutes compensatory time for each session.
- V). Candidates belonging to person with benchmark disability (only blindness and low vision sub-category) should not attempt questions, where data interpretation (charts, graphs, tables, data sufficiency, etc) is required.
- VI). Candidates who have been permitted by the Commission to bring their own scribe to write the exam will be allowed to avail the assistance of such Scribe, only if he/she carries a valid Scribe Admit Card duly issued by the Commission for this purpose.
- VII). Candidates who have been permitted by the Commission to bring their own scribe to write the exam shall not be allowed to change their Scribe without the approval of this Commission.
- VIII). The Scribe will read out the question to the candidate and on candidate's instruction, mark and shade the appropriate circles on the objective type OMR sheet with a Black/Blue Ball Point Pen only. The Scribe should **NOT** attempt to answer option other than the one instructed by the candidate.
- IX). The Scribe should **NOT** make gestures, sounds or any other response or communication designed to indicate to the candidate the correctness or otherwise of the answer or otherwise of the answer being recorded by him/her. Any such attempt would entail disqualification of the candidate and stringent action against both the candidate and the scribe shall be taken.
- X). The peace in the examination hall or of the other candidates seated in the examination hall should not be disturbed while the Scribe reads out the questions to the candidate or when the candidate indicates the correct response to the Scribe for marking in the OMR sheet.
- XI). Violation of any of the above instructions shall entail cancellation of the candidature of the candidate in addition to any other appropriate action that may be taken by the Commission against the candidate/scribe. Both the candidate and the scribe shall be subject to the rules of examination and action will be taken against both the candidate and the scribe as deemed fit.
- XII). The candidate and the scribe will sign a declaration that they have read and are aware of the Commission's instruction regarding the conduct of the candidates and their Scribe and they undertake to abide by these instructions. Further, in case the scribe is found, at any future stage, to be not fulfilling the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

MANIPUR PUBLIC SERVICE COMMISSION
DECLARATION BY THE SCRIBE/ WRITER

I, _____, S/o, W/o, D/o _____
_____, Resident of _____
_____, (full address)

Space for pasting
recent passport
size photograph
of scribe to be
attested by a
Gazetted Officer

hereby declare that I have read the General Instructions, to be followed by both
the Scribe and the candidate availing Scribe, for Manipur Civil Services
Combined Competitive Examination, 2019 issued by the Manipur Public Service
Commission and that I have agreed to be a Scribe for
Mr./Mrs. _____, S/o, W/o, D/o _____
_____, Resident of _____, for
Manipur Civil Services Combined Competitive Examination, 2019.

My maximum educational qualification as on date: _____ is (Tick the box)

Below Matriculate		10		10+2		Graduate		Post Graduate	
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Date on which 10+2 is completed: _____

If the above information is found false, I shall be solely responsible for the consequences and
loss suffered by the candidate. My photograph pasted on this declaration has been duly attested by a
gazetted officer whose particular are given below:-

1. Name of the gazetted officer :
2. Designation :
3. Office Address & Phone No. :

Signature of Scribe

Note: The Scribe is required to bring the following documents in original and photocopies self
attested by the Scribe: i) Identification Proof, ii) Highest Educational Certificate, iii) two passport
photo of the scribe. **This declaration should be submitted to the office of this Commission on or
before 10th April, 2019. And admit card for scribe may be collected by the Scribe, in person,
from 15th April, 2019 to 20th April, 2019 during office hour.**

MANIPUR PUBLIC SERVICE COMMISSION

DECLARATION BY THE CANDIDATE

I, _____, S/o, W/o, D/o _____
_____, Resident of _____
_____, (full address)

Space for pasting
recent passport
size photograph
of scribe to be
attested by a
Gazetted Officer

hereby declare that I have read the General Instructions, to be followed by both
the Scribe and the candidate availing Scribe, for Manipur Civil Services
Combined Competitive Examination, 2019, issued by the Manipur Public Service Commission and
that Mr./Mrs. _____, S/o, W/o, D/o

_____, Resident of _____
_____, has agreed on my request to act as my Scribe for
Manipur Civil Service Combined Competitive Examination, 2019.

Maximum educational qualification of my Scribe as on date: _____ is (Tick the box)

Below Matriculate	10	10+2	Graduate	Post Graduate
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Date on which 10+2 is completed by my Scribe: _____

If the above information is found false, I shall be solely responsible for the consequences and
loss suffered by the candidate. My photograph pasted on this declaration has been duly attested by a
gazetted officer whose particular are given below:-

4. Name of the gazetted officer :
5. Designation :
6. Office Address & Phone No. :

Signature of Candidate

Certificate regarding physical limitation in an examinee to write

This is to certify that I have examined Mr./ Mrs/ Ms _____
a person with _____ (nature and percentage of disability as mention in
the certificate of disability), S/o, D/o _____
a resident of _____
(Village/District/State) and to state that he/she has physical limitation which hampers his/her writing
capabilities owing to his/her disability.

Signature

Name of Chief Medical Officer/ Civil Surgeon/ Medical Superintendent (in block with seal)

Note: **This declaration should be submitted to the office of this Commission on or before 10th April, 2019.**